

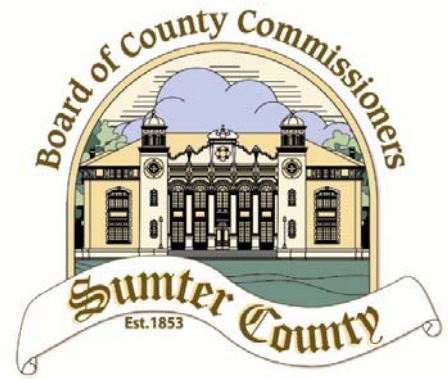
Board of County Commissioners

Division of Planning & Development

Development Review

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APPLICATION REQUIREMENTS FOR

Preliminary Plat

Applications for this use/development permit shall include, but are not necessarily limited to the following

Sec. A.3. Development permits.

A.3.1.2. Preliminary Subdivision plat. The following materials shall be submitted for preliminary plat approval.

- (a) *Preliminary plat.* The preliminary plat, to scale, suitable for presentation, shall specifically depict the combined existing site conditions and proposed features of the development including, but not necessarily limited to, the following:
 - (1) Plat preparation.
 - a. The plat for a development with public or private site improvements such as roads, drainage or central water or sewer shall be prepared and sealed by an engineer.
 - b. Plats shall be light background prints or sets of prints, twenty-four (24) inches by thirty-six (36) inches. If necessary, more than one sheet may be used provided a Key Map is shown to relate each sheet to the entire development.
 - c. The number of plats or sets of plats submitted shall be as follows:
 - 1. Three (3) at time of submission
 - 2. Ten (10) additional upon determination of completeness and at least seven (7) days prior to scheduled hearing before the reviewing authority.
 - 3. Eight (8) additional at least seven (7) days prior to scheduled hearing before approving authority. These eight copies may be a minimum size of 11" x 17".
 - (2) Contents of plat.
 - a. Identify the project by supplying a title block, placed in the lower right corner or along the right border of the sheet, providing the following information:

1. Proposed development name. The name is to be preceded by the words "Preliminary Plat of _____". Every subdivision shall be required to be given a name by which it shall be legally known. Such name shall not be the same or in any way so similar to any name appearing on any recorded plat in Sumter County so as to confuse the records or mislead the public as to the identity of the subdivision, except where the subdivision is subdivided as an additional unit or section by the same applicant or his successors in title. Terms such as "section", "unit", "replat of", "amended" or other explanatory terminology shall be included as part of the legal name of the subdivision when appropriate.
 2. Property location. The section, township and range in which the property is located shall be given.
 3. Identification of persons involved. The name, address and telephone number of the property owner, developer, engineer and land surveyor shall be given.
 4. Dates. A space shall be provided for the date of plat preparation and subsequent plat revisions.
- b. Show existing conditions and proposed development on a plat of the property boundaries consistent with the boundary survey. Such plat shall be drawn to a scale of not less than one (1) inch = two-hundred(200) feet, unless otherwise approved by the Development Review Committee, with north oriented to the top or left edge of the sheet. The drawing shall clearly show or describe, but is not necessarily limited to, the following:
1. Existing conditions. The following information on existing conditions on the property and within an area of at least one hundred (100) feet beyond the boundary of the proposed development is required.
 - a) Existing buildings and other structures on the property. If structure is to be removed, so note.
 - b) Natural or man made land features such as bodies of water, water courses, drainage channels, wooded areas, streams, lakes, wetlands and any other physical conditions affecting the site, or to be affected by the development. Show the high water line of lakes and wetlands and other environmental areas which would be affected by building encroachment.
 - c) Location and widths of street rights-of-way and pavement on or adjacent to the property. Indicate street name and type of construction. Location and

width of existing easements (both public and private and type or purpose of easements.

- d) 100-year flood areas per FEMA Flood Insurance Rate Map or per data from other acceptable source. In areas prone to flooding, the development committee may also require the establishment of the 25-year and 10-year floods and the annual mean high water line.
- e) Contiguous properties. If platted, give name, plat book and page and indicate lot lines. If unplatted, so note. Show any city or county jurisdictional lines within at least two hundred (200) feet of the development.

2. Proposed development.

- a) Proposed general improvements. All proposed features to be constructed by the developer, or resulting from the development, are to be shown, such as:
 - 1) The entity or agency to be responsible for operation and maintenance of the stormwater management system.
 - 2) Block, lot and parcel layout and sizes indicated by boundary lines drawn at their proposed locations. Show block and lot identification and scaled lot line distances. Show project and phase boundary lines.
 - 3) Proposed streets, including names and rights-of-way width, and other vehicular, bicycle and pedestrian circulation systems, including off-street parking. Streets which are extensions of existing streets shall have the same name. No street names shall be used which will duplicate or be confused with the names of existing or previously approved streets in the vicinity.
 - 4) Location, size and proposed use of common open spaces and public or semi-public areas.
 - 5) Location of major features of proposed utility services, and indicate type of treatment to be used.

- 6) Proposed landscaping plan, showing, location and size of required landscaped areas and screening or buffering provisions, and location, heights, and material for walks, fences, walkways, and other man-made landscape features.
- 7) Utility and drainage easements and rights-of-way of record. Show location, width and type.
- 8) Stormwater retention basins and other major feature of the drainage system. The plan shall show any drainage areas off-site that affect the project or that are affected by the project and show locations of routes of off-site waters onto, through, or around the project.

- 3. Scale of preliminary drawing and north arrow shall be provided. The plat shall also contain a legend for abbreviations and symbols used in the drawing and notes where needed for clarification.
- 4. Tabulated development summary information such as:
 - a) Total acreage of the development tract.
 - b) Number of lots and area of minimum and average size lot.
 - c) Calculated density of site or phase in dwelling units per acre.
 - d) Area of common open space and percent of total site or phase.
- 5. Improvements such as streets, easements, water retention areas, etc. that are to remain in private ownership and not to be dedicated to the public.
- 6. Phase development. Proposed unit division, stage or phase development shall be indicated on the plat with pertinent signing and remarks.

(b) *Supporting materials.* In addition to the information required on the preliminary plan, a written discussion and description of the overall development plat with sufficient preliminary data to enable determination of compliance with appropriate sections of this chapter shall be submitted, either

on the plat or as separate documents. This shall address, but is not necessarily limited to, the following:

- (1) A boundary survey or sketch of the legal description, with complete legal description of property, certified by a surveyor or engineer. Boundary lines of the entire development tract shall be clearly indicated.
- (2) Development in floodplain and floodway overlay zones shall submit the following with the preliminary plat:
 - a. Elevation in relation to mean sea level of the proposed lowest floor (including basement) of all structures;
 - b. Elevation in relation to mean sea level to which any non-residential structure will be flood-proofed;
 - c. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
- (3) The substance (draft documents) of covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures, including proposed easements for public and private utilities.
- (4) A listing of all substantial differences between the approved conceptual plat and the preliminary plat and any requests for variances from the Code or approved conceptual plat.
- (5) A management plan for endangered, threatened or species of special concern, if applicable.
- (6) A historic resources preservation plan, if applicable.
- (7) A recent aerial photograph encompassing the project area and other areas related to the stormwater management system, if required by the authority. The scale shall be no smaller than one (1) inch equals four hundred (400) feet.
- (8) An application form containing the following information furnished by the applicant shall be submitted for preliminary plat approval:
 - a. Name, address and telephone number of property owner of record.
 - b. Name, address and telephone number of record property owner's agent or representative, if any.
 - c. Name, address and telephone number of project engineer and surveyor.
 - d. Legal description of parcel for which approval is requested, and the land area.

- e. Present zoning of property for which the site permit is requested
 - f. Signature of applicant.
- (9) Application Fee. An application fee, in the amount established by Sumter County, shall be submitted.

FEES:

Major Development = \$2000.00 (20 or more lots)

Medium Development = \$700.00 (More than 5 but less than 20 lots)